



CONTRACT USER GUIDE



How to Use the HSP34 Laboratory Supplies and Minor Equipment Statewide Contract

Contract #: HSP34 Contract Duration: 2/1/12 to 9/30/15
MMARS #: HSP34* Options to renew: None
COMMBUYS PO #: One per vendor, see Vendor List
Max End Date: 9/30/15
Contract Manager: Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)

Contract Summary

This Educational, Healthcare, and Scientific Laboratory contract covers products commonly found in a catalog or on a price list and related services. All laboratory equipment, peripherals, furnishings and related services that are used in a healthcare or scientific type laboratory which would include but not limited to clinical, forensic, environmental, and educational settings are included. However, items costing more than \$50,000 each are not covered; please use SWC HSP35 for such items. The products and services available include:

- laboratory supplies
- minor laboratory equipment, peripherals, and furnishings
- installation, setup & integration into existing systems of equipment, peripherals, and furnishings
- consumable and reagent agreements for specific instruments
- extended warranties, service and maintenance agreements
- technological upgrades
- test result reporting

Benefits and Cost Savings

- Educational Category 9 better serves K-12 schools.
- Competitive published net price lists allow buyers to compare prices.
- Vendors may offer additional market share or \$ volume discounts.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also helps a department to meet their SDP annual benchmarks.
- Vendors have local, regional, national and international experience and exposure.
- Vendors must work with a purchaser to provide free sample products when the purchaser is conducting product review or evaluation trials prior to purchase.
- Vendors must provide at no cost a reasonable level of technical support to Purchasing Entities.
- Vendors will arrange for purchaser training on products and respond to a request for training within ten (10) Calendar days of the request. When Continuing Education Credits are available for the training, the Vendor will make them available.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions

02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options:

Purchases made through this contract will be direct outright purchases.

All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract HSP34" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract HSP34 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).

General Hint - One way to find this SWC is with "Advanced Search" entering the contract number (three letters two digits) in the "Description" field.

Vendor catalogs can be searched in their Master Blanket Purchase Order (MBPO) **ONLY** if you are logged in to [COMMBUYS](#), and were assigned a "Basic Purchasing" role by your Organization Administrator. When you log in and are working under the Basic Purchasing Tab (many users will see only this tab), you can search the items in a vendors catalog under the items tab. You can use the results of your review of prices or your RFQ to create your Purchase Requisition, which will become your Purchase Order when approvals are complete.

Massachusetts State Net Price Lists are catalogs posted on COMMBUYS in each vendor's Master Blanket Purchase Order. If a vendor has a G2B punch-out catalog, click the link, build an order in the vendor's site, when finished the order will be transmitted back to COMMBUYS as your PO.

Quotes: The purchaser must contact a Vendor or Vendors on the Contract when a product is not on the Vendor's MA State Net Price List for a Quote in the form of a Net Price. The quoted and accepted price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the last line item "Additional items quoted by the vendor per the RFR such as: - installation, setup & integration into existing systems of equipment, peripherals, and furnishings - consumable and reagent agreements for specific instruments - extended warranties, service and maintenance agreements - technological upgrades - test result reporting - other non-catalog item or service."

Additional Information

Geographic service and delivery areas - Contractors will be able to provide the requested service(s) throughout the Commonwealth.

Recalls or Notices of Defects: The purchaser is to receive Vendor notice within 5 days to work together to maintain operations. The purchaser is not responsible for the cost to replace or repair the item.

Returns: The purchaser may return any item in original packaging and in saleable condition within thirty (30) calendar days of receipt of order unless at time of the order the Vendor clearly stated in writing that an item

was not returnable. If a purchaser discovers concealed damage and notifies the Vendor within sixty (60) days of receipt, the item must be replaced or a credit issued. A wrongly shipped item received in error for which the purchaser notifies the Vendor within 60 calendar days of receipt must be replaced, credited, or repaid by check at the option of the purchaser. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

Delivery: Shipping is free for delivery within seven (7) calendar days of combined orders of \$50.00 or more in the same day to the same delivery address. A purchaser has the option of agreeing to special charges such as: a delivery charge of up to \$20.00 for orders under \$50.00, expedited (express or overnight) delivery, hazmat fees, drop shipping directly from a manufacturer or other source, or other special handling. All fuel charges or fuel surcharges are prohibited under this Contract.

Where to Find Contract Information on COMMBUYS

To find in depth Master Blanket Purchase Order (MBPO) information: on the [COMMBUYS](#), login page click on the "Contract & Bid Search" link, click the Contracts/Blankets button, enter the contract number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled "Header Major Status" – if so, use the dropdown menu to select "3PS-Sent"), then all users click the "Find It" button, to see all MBPO's. You will see the MBPO's listed below for each of the Contractors. If you see a "vCurrent" MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO's.

Strategic Sourcing Team Members

Name	Organization	Email Address
Jeanne Bein	State Police	jeanne.bein@.State.MA.US
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Susan Porter	Holyoke Soldiers Home	susan.porter@MassMail.State.MA.US
Kathy Rufo	Tewksbury State Hospital	Kathy.Rufo@MassMail.State.MA.US
Paul Walsh	State Lab Institute	Paul.Walsh2@MassMail.State.MA.US

Vendor List and Contract information

The available Contractors are listed below. Supplier involvement in any of the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD):

1. Biotage, LLC 704-654-4900 category 4, SDP, no PPD
PO-14-1080-OSD01-OSD10-00000001081
2. Delta Education, LLC (Frey Scientific) 508 868-5132 all categories, SDP, PPD 1%/10 days
PO-14-1080-1080C-1080L-00000001158
3. Fisher Scientific 508-477-9762 all categories, SDP, PPD 1%/10 days
PO-14-1080-OSD01-OSD10-00000001082
4. Government Scientific Source 800-248-8030x160 categories 1 through 8, SDP, no PPD
PO-14-1080-OSD01-OSD10-00000001462
5. Leica Geosystems 248-391-1366 category 5, SDP, PPD 2%/10 days
PO-14-1080-OSD01-OSD10-00000001084
6. Lipomed Inc. 617-955-1800 categories 1, 2, 3, and 5, SDP, PPD 3%/10 days, 2%/15 days, 1%/20 days
PO-14-1080-OSD01-OSD10-00000001086
7. Qiagen, Inc. 800-426-8157x22179 categories 2,3,4,5,and 7, SDP, PPD 1%/10 days
PO-14-1080-OSD01-OSD10-00000001088
8. Restek 800-356-1688x2316 category 5, SDP, PPD through 2/28/14 - 15%/10 days, 14%/15 days, 11%/20 days, 10%/ 30 days, PPD with inc. price discount 3/1/14 - 10%/10 days, 5%/15 days, 2%/20 days
PO-14-1080-OSD01-OSD10-00000001453
9. TransMed USA, Inc. 978-649-1970 categories 2,3,4,5,6, and 8, SBPP, SDP, PPD 1%/10 days
PO-14-1080-OSD01-OSD10-00000001091
10. VWR Funding - Sargent Welch 847-463-1180 category 9, SDP, PPD 1%/10 days
PO-14-1080-OSD01-OSD10-00000001359
11. VWR Funding - Ward's Natural Science 800-962-2660x308047 category 9, SDP, PPD 1%/10 days
PO-14-1080-OSD01-OSD10-00000001360
12. VWR International 678-288-3159 categories 1,2,4,6,7, and 8, SDP, PPD 1%/10 days
PO-14-1080-OSD01-OSD10-00000001125
13. Westnet Inc. 781-828-2011 categories 1,2,3,5,7, and 8, SDP, PPD 1%/10 days, SDO
PO-14-1080-OSD01-OSD10-00000001127
14. Wilkem Scientific. 800-766-5676x307 categories 1 through 8, SDP, PPD 2%/10 days, SDO
PO-14-1080-OSD01-OSD10-00000001128

Detailed vendor information is available on [COMMBUYS](#), click on the "Registered Vendor Search" link.

The nine (9) product/service categories are:

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|---|----------------------|
| 1. Chemicals | 2. Clinical products |
| 3. Clinical Diagnostics | 4. Equipment |
| 5. Forensic & Environmental | 6. Furnishings |
| 7. Microbiology | 8. Safety Products |
| 9. Scientific Educational – designed for K-12, available all purchasers | |

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